

# *Delegated Examining - Resumix*



CHRA



27 August 2004





# Key Features



- ✓ **Weighted Skills**
- ✓ **Electronic Certificate**
- ✓ **Notice of Ratings - ANSWER**
- ✓ **Electronic Case Folder**





# Benefits of an Automated System



- ✓ **Eliminate KSAs**
- ✓ **Simultaneous internal & external announcements/certificates**
- ✓ **One recruitment process**
- ✓ **Weighted skills make better distinctions among candidates**
- ✓ **Customer Focus Branch controls entire recruitment process**
- ✓ **Manager receives/returns certificates thru AKO**





# Comparison – Old vs. New



## OLD

- SF-39
- Hard-copy application
- Hard-copy crediting plan
- Manual scoring of KSAs
- Manual notice of rating
- Manual referral list
- Manual selection process
- Manual case folder

## NEW

- RPA & gatekeeper
- 1 resume w/self-noms
- Job analysis with automated skill search plans
- Automated scoring
- Answer
- Automated web-referral
- On-line selection process
- Automated case folder





# Basic Resumix Terminology



## Resumix for Merit Promotion

**Required Skills**

**Desired Skills**

## Resumix for Delegated Examining

**Basic Skill - Skill with a weight of 1**

**Fundamental Skill - Skill with a weight of 2 through 6**





# The Process



- 1. Manager identifies vacancy, submits RPA & Gatekeeper Checklist**
- 2. CPOC conducts job analysis; works with manager to refine & weight skills and issues vacancy announcement**
- 3. Applicants submit resume &/or self-nominate**
- 4. CPOC identifies applicants who self-nominated**
- 5. CPOC begins 4-Step Rating Process**





# The Process (cont'd)



- 6. CPOC determines eligibility for applicants within reach on referral**
- 7. CPOC issues certificate**
- 8. Manager makes selection**
- 9. CPOC verifies eligibility on selectee**
- 10. EOD date established**





# The Rating Process







# 4-Step Rating Process



- Initial screening for minimum skills or education

**THEN**

- Initial score based on percentage of skills matched

**THEN**

- Additional points based on total number of matched skills and those more heavily weighted

**THEN**

- Additional veterans preference points

***RESULTS IN.....***

***FINAL SCORE!***





# Weighted Skills



**Fundamental skill(s):**

**Critical skill(s): weight of 5 or 6**

**Important skill(s): weight of 2, 3 or 4**

**Basic skill(s): weight of 1**

**Total Skills:**

- Minimum: 3 fundamental skills
- Maximum: 20 skills





# Resumix for Merit Promotion



## **Skill Plan**

**Classification D**

**Regulations D**

**Research D**

**Recruitment D**

**Consulting D**

HR Specialist, GS-201

## **Referral**

**First Applicant 5**

**Second Applicant 5**

**Third Applicant 4**

**Fourth Applicant 3**

**Fifth Applicant 2**





# Resumix for Delegated Examining



## **Skill Plan**

**Classification 4**

**Regulations 4**

**Research 3**

**Recruitment 6**

**Consulting 1**

HR Specialist, GS-201

## **Referral**

**First Applicant 96**

**Second Applicant 92**

**Third Applicant 90**

**Fourth Applicant 89**

**Fifth Applicant 72**





# Rating Process: Step 1



## Initial Screening: Applicant advances if s/he...

- ✓ Meets minimum percentage of skills (0 or 20%) (CPS/CP preference eligibles excluded\*)

OR

- ✓ Meets Education Substitution

\* Veterans with a compensable service-connected disability of 10% or more





# Examples



- ✓ **Applicant matches 10% of skills**
  - ✗ **Eliminated** from consideration
  
- ✓ **Applicant matches 10% of skills & has a degree**
  - ✓ **Advances** to next step





# Rating Process: Step 2



## Determine Initial Score

**Matches 50% or more of Fundamental Skills = 90 Points**

**Matches 30-49% of Fundamental Skills = 80 Points**

**Matches <30% of Fundamental Skills = 70 Points**





# Example



## **15 skills identified as fundamental**

- \* 8 fundamental skills matched - score of 90**
- \* 6 fundamental skills matched - score of 80**
- \* 4 fundamental skills matched - score of 70**

***All applicants move on !!***







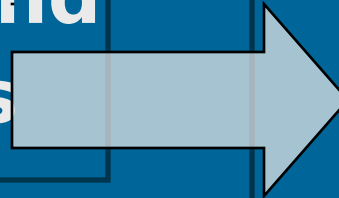
# Rating Process: Steps 3 and 4



## **Step 3**

### **Augmented Score**

**1-9 additional points based on total number and weight of skills**



## **Step 4**

### **Final Score**

**Augmented Score plus 5 or 10 veterans preference points**





# Example



**Initial Score : 90**

**Augmented Score: + 7 points = 97**

**Veterans Preference Points: + 10 =  
107**

***Final Score: 107 (CP\* Veteran)***

\* CP - Compensable Preference





# Eligibility Determination



- ✓ **Determine eligibility for those within reach for referral**
  - **Specialized experience**
  - **Positive education requirements**
  - **Selective placement factors, if applicable**
  - **Other special requirements such as licenses, credentials**





# Certification Phase





# Web-Certificate



- ✓ **Applicants are referred in proper score & veterans preference order**
- ✓ **Breaks numerical ties according to selected method:**
  - ☑ **Name request**
  - ☑ **Random number matched against SSN**





# Referral Worksheet



Referral List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W

Address https://128.190.160.170/webcert/apps/default.asp

## CPOC REFERRAL LIST



Manager E-mail - selecting.official@us.army.mil

Copy To E-mail(s) - cpac@us.army.mil

Date: 8/2/2004, Generated by E-mail : lisa.ewing@us.army.mil

Ref. List Issued Date: 08/02/2004

Date Due: 08/16/2004 (format: MM/DD/YYYY)

Certificate #: NE-TNG12

Certificate Type: ----- Please Select -----

Position Title: CARPENTER

PP-Series-Grade: WG - 4607 - 9

Target Grade: 9

Organization: Ft Sam Houston

# Vacancies: 1

CPOC Rep:

CPOC Phone:

CPAC Rep: Mary Alice Gutierrez

CPAC Phone: 210-221-0753

RPA Number(s): 02OCT3FR06X000142499

### Special Instructions

| REFER                               | NAME           | FINAL | VET | RESUME                        | PHONE NO.    | PHONE TYPE |
|-------------------------------------|----------------|-------|-----|-------------------------------|--------------|------------|
| <input checked="" type="checkbox"/> | Smith, Jerry   | 93    | CP  | <a href="#">[View - Edit]</a> | 210-690-3923 | Home       |
| <input checked="" type="checkbox"/> | Hunt, Gilbert  | 93    | CPS | <a href="#">[View - Edit]</a> | 910-326-2242 | Home       |
|                                     |                |       |     |                               | 910-451-3010 | Work       |
| <input checked="" type="checkbox"/> | Clark, Thomas  | 100   | TP  | <a href="#">[View - Edit]</a> | 210-320-8315 | Home       |
|                                     |                |       |     |                               | 210-698-6156 | Work       |
| <input type="checkbox"/>            | Jensen, Mark   | 88    | TP  | <a href="#">[View - Edit]</a> | 409-834-6269 | Home       |
|                                     |                |       |     |                               | 409-833-8034 | Work       |
| <input type="checkbox"/>            | Davis, Herbert | 88    | TP  | <a href="#">[View - Edit]</a> | 210-6617445  | Home       |
|                                     |                |       |     |                               | 210-3651602  | Work       |

Referral List Query

Internet



# Cover Sheet for Certificate



DEU Certificate # NE-TNG13 (2 Attachments) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments Undo Redo Bold Italic Underline Text Color Background Color

From: robin.carper@us.army.mil  
To: robin.carper@us.army.mil  
Cc: lisa.ewing@us.army.mil  
Subject: DEU Certificate # NE-TNG13 (2 Attachments)

Sent: Fri 7/30/20... 8 PM



DEU Certificate # NE-TNG13

Enclosed is a Delegated Examining Certificate. There are special rules that are to be followed for this particular referral. These rules pertain to veterans' preference and selection from the three highest ranking candidates, known as the Rule of Three.

- A. The first attachment contains a certificate of eligible applicants and lists all qualified candidates in score order. To open this file, double click the PDF attachment.
- B. The second attachment contains the resumes for each person on the list in the first attachment. To open this file, double click the 2nd PDF attachment.

The information on the certificate of eligibles is for U.S. Government use only. Treat certificates, including qualification statements and other attached papers, as privileged information. Return certificates to the issuing office BY THE EXPIRATION DATE.

Special Rules for selections:

The 'Rule of Three' means that you must consider the top three candidates before you can consider any additional candidates on the certificate.

You cannot consider any other candidate (i.e., candidate #4, 5, 6, etc.) unless:

- \* one of the top three candidates has declined your position, OR
- \* one of the top three candidates has failed to respond to a written, telephonic, or electronic inquiry of interest and availability, OR
- \* one of the top three candidates has been selected.

- As a selecting official, you must select from the highest 3 individuals available.
- You may NOT pass over (non-select) a veteran to select a non-veteran unless reasons for non-selection are approved by OPM (CPS veterans) or



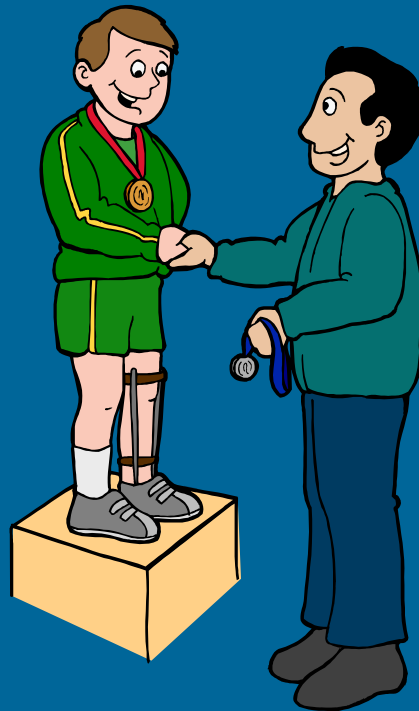
Referral Lis... (85KB)



Resumes.pdf (12KB)



# Selection Phase







# Annotation of Selection



## Referral List

Web Based Referral List On

DEU Candidate  
Selection

Response for DEU Certificate # TEST-CH-RC-PRE2

ROBIN.C

### Referral list response

E-mail Reset Forward to E-mail - robin.carper@us.army.mil Copy To E-mail(s) -

Monday, June 21, 2004

|                       |                 |                 |                      |
|-----------------------|-----------------|-----------------|----------------------|
| Ref. List #           | TEST-CH-RC-PRE2 | RPA Number      | 02AUG4ENASAM00072058 |
| Ref. List Issued Date | 06/21/2004      | Expiration Date | 07/04/2004           |

For the Position - *OPERATIONS RESEARCH ANALYST*, GS - 1515 - 13

I have considered all of the candidates and have selected :

Fields, Loretta (325090)

Not Selected

McBryde, Douglas (323477)

Not Selected

Moijsueh, Daniel (341588)

Not Selected

I have selected/not selected the above candidates for th

Selectee  
First Alternate  
Second Alternate  
Not Selected, DEROS  
Not Selected, Not Contacted  
Not Selected  
Communication Returned Unclaimed  
Declined Grade  
Declined Location  
Declined Position  
Declined Interview

Note :





# Processing Selection



- ✓ **CPOC makes final eligibility check on selectee**
  - **Selectee provides proof of eligibility / documentation within 3 days of tentative job offer**
    - **DD Form 214**
    - **SF-15**
    - **College transcripts**
    - **Etc.**
  - **CPOC reviews documentation and verifies eligibility**
- ✓ **Final offer made after CPOC completes verification process**
- ✓ **EOD date established**





# Delegated Examining Unit



- ✓ **Reviews and adjudicates objections & passovers**
- ✓ **Coordinates external audits (OPM, DOD)**
- ✓ **Audits a random sample of case files/ certificates**
- ✓ **Serves as DE SME for the region**
- ✓ **Administers ACWA for the region**





# CPAC's Role



- ✓ Ensures selectee provides documentation upon tentative job offer
- ✓ Provides documentation to CPOC
  - Documentation must be received and reviewed by CPOC prior to establishing EOD date
- ✓ Provides overall advice and assistance to managers, to include differences between internal and external Resumix procedures





**Resumix is the Army Tool  
that allows the HR community  
to better meet the needs  
of our customers**

